

Inspector General Institute  
Minutes of the Board of Governors Meeting  
May 22, 2006

1. The IG Institute's Board of Governors met on May 22, 2006 (1:00 pm) at 1735 North Lynn Street, Rosslyn, VA.
2. Attendees were:
  - Robert Emmons, BOG Chairman, IG, Pension Benefit Guaranty Corp (HR Committee)
  - Ken Konz, IG, Corporation for Public Broadcasting (CPB), (Audit Committee)
  - Jill Gross, AIG, Commerce (Inspection & Evaluation Committee)
  - Dennis Schindel, Deputy IG, Department of Treasury (Audit Committee)
  - Lisa Martin, General Counsel for US Postal Service OIG
  - Tom Sharkey, Acting Executive Director, IG Institute
  - Paul Curtis, CPA, Director Financial Audits, OIG, Environmental Protection Agency (AIC - Agreed Upon Procedures)
  - A. Lee Fritschler, Professor at School of Public Policy, George Mason University
  - Della Whorton, Board Secretary
3. Chairman of the Board of Governors, Mr. Emmons, announced that a quorum existed and opened the meeting.
4. The minutes from the April 24, 2006 BOG meeting were accepted and approved.
5. Mr. Emmons briefed the board members on the IG offsite. There was positive feedback from participants on the Boards progress.
6. The Board anticipates briefing the HRD committee in the last week of June or first week of July on the composition of the leadership positions at the Institute.
7. The USPS will function as the Institutes funds administrator. There is still a need to establish separate accounting codes for the Institute in USPS's accounting system to prevent commingling funds.
8. The Chairman introduced Lisa Martin who briefed the BOG members on the two MOU's.
  - a. The first MOU is the agreement between the USPS and the Institute that provides the vehicle to work with George Mason University as the

Board has no legal authority to enter into contracts. There are no decision points that need to be addressed at this time.

- b. The second MOU is the agreement between the IGI and the OIG community. There are several decision points that were discussed including: determination of the Lead Agency, the methodology for the assessments and determination of the Fund Manager.
9. Ken Konz briefed the Board on the outsourcing study. Overall, the Board decided not to go forward with George Mason for registration for the following reasons:
  - Inability to register electronically,
  - GM requires registration by mail and then manually loads the data,
  - The Institute would be required to perform all of the administration after the data is forwarded from GM,
  - It would be more efficient to house all of the data at the Institute and
  - The cost/benefit analysis favors the Institute.

Lee Fritschler indicated that GM would at sometime have the systems in place to handle the Institutes registration but did not give a specific time frame.

10. Mr. Sharkey briefed the Board on the following:
  - An instructor left the School of Audit and Inspections and has introductory courses which need a teacher. We will have to use a contract instructor to backfill. Task orders for Intermediate Auditing courses have been submitted, but GMU has been slow in identifying instructors.
  - We should conduct a needs analysis of the IG community before scheduling classes for 2007. This has not been done.
  - We need to develop and distribute our assessment methodology.
  - Need to do an outreach (suggested that Danny work with the new Executive Director)
  - There is a need for a process for scheduling role players for the School of Audit and Inspections.
  - We have established a 3 weeks lead time for canceling classes
11. Mr. Emmons called the Board into Executive Session to begin the interviews for the Executive Director Position. Tom Sharkey and Lisa Martin departed. Lee Fritschler stayed as the representative of GM.

The Board interviewed Mr. Thomas Bonnar at 2:30 and Mr. Gaston Gianni at 3:30. After the interviews concluded, the Board discussed each candidate and selected Mr. Gaston Gianni as Executive Director/Associate Dean of the Institute.

Mr. Paul Curtis (AIC Agreed-Upon-Procedures) was brought into the Board meeting at 4:15 p.m. to discuss the results of the Audit. He promised a draft to the Board next week (May 30<sup>th</sup>-June 2<sup>nd</sup>). He recommends:

- the Board have a monthly Financial Report prepared and
- separate the accounting codes so that the Institute's funds are not commingled.

The Board thanked Mr. Curtis for his assistance and Mr. Curtis departed.

12. Mr. Emmons adjourned the meeting at 4:45 pm. The next scheduled BOG meeting is June 26th, 2006, 1 pm to 4 pm, at the IG Institute.